



# WELLPATH

Centered on Healthy Living

## My WellPath

**Step-by-step guide to starting your  
MyWellPath account**

Welcome to WellPath, your employee benefit which encourages you to be as healthy, happy and productive as you can be.



# MyWellPath

**MyWellPath will allow you to view your WellPath Account. You can check to see:**

- . How many points are in your account**
- . How many incentives you have received**
- . Report participation to earn more points**
- . Change your incentive preference**
- . And so much more.....**

MYWellPath is a new employee self-service tool which will allow you to check:

- Total number of points in your account
- How many incentives you have received
- Allow you to find activities in which to participate and then to report participation to earn more points
- Allow you to change you incentive preference
- Allow you to choose the email address and phone number WellPath uses to communicate with you
- Download statements of your account



# MyWellPath Portal

srpmic-nsn.gov/wellpath/my-wellpath/

SurveyMonkey Weebly MyWellPath.Login GotoWebinar WellPath - SRPMIC WordPress MyPathway2Health

Please click here for Community Coronavirus (COVID-19) Information

Salt River Pima-Maricopa Indian Community

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**WELLPATH**

- WellPath
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**WELLPATH**  
Centered on Healthy Living

MyWellPath Portal

Use MYWellPath to report participation for WellPath points, to check your balance in your account, to change your incentive preference and to find and register for WellPath-endorsed activities.

Step by Step: [How to start MYWellPath account](#)

Step by Step: [How to check my WellPath points using MYWellPath](#)

Step by Step: [How to report participation using MyWellPath](#)

You will access MyWellpath from the link on the WellPath Program's web site: **<https://www.srpmic-nsn.gov/wellpath/mywellpath>**. Remember WellPath's web site and self-serve portal are on the web so you can access it from any smartphone tablet or computer with internet access.

Click on the **MyWellPath Portal** Banner to get started.



# MyWellPath Log In

Enter Your User Name and Password

User Name \*

Password \*

[First Time User](#)  
[Forget User Name/Password](#)

Login

Registration or WellPath program questions?  
 Please visit [www.wellpath.info](http://www.wellpath.info) or email [wellness@srpmic-nsn.gov](mailto:wellness@srpmic-nsn.gov).

**MyWellPath log in screen:**  
**<https://secure.srpmic-nsn.gov/wellpath/>**

From the WellPath site, you will land on the MYWellPath log-in screen. Click on the **“First Time User”** link in lower right-hand corner near the login button.

There is also a link for participants who forgot their username and password which brings you to a reset password utility.

The number for the Help desk is at the bottom of the screen; (480) 362-7555. Help regarding technical issues is available Monday – Friday 8am – 5pm.

To set up your account click **First Time User** [next slide].



# Validation Information

Enter Validation Information

Organization \*

Last Name \*

Employee Number \*

Hire Month/Year (mm/yyyy) \*

Registration or WellPath program questions?  
Please visit [www.wellpath.info](http://www.wellpath.info) or email [wellness@srpmic-nsn.gov](mailto:wellness@srpmic-nsn.gov).

**HELP is available on Monday-Friday  
8:00AM - 5:00PM**

Once you have clicked on the first time user link, the **validation information** window will appear. You will need the following information to create your account:  
Your **employer** such as *Casino Arizona, Salt River Landfill* or *SRP-MIC & Other Enterprises*  
You will provide your **last name**  
Your **employee id number** and,  
The **month and year you were hired**.

WellPath does not have the ability to start accounts or reset passwords, but we can look up your validation information and can typically help WellPathians successfully start or reset their account. Just e-mail [Wellness@SRPMIC-NSN.gov](mailto:Wellness@SRPMIC-NSN.gov).





# Validation Information



**Enter Validation Information**

Organization \*

Last Name \*

Employee Number \*

Hire Month/Year (mm/yyyy) \*

Registration or WellPath program questions?  
Please visit [www.wellpath.info](http://www.wellpath.info) or email [wellness@srpmic-nsn.gov](mailto:wellness@srpmic-nsn.gov).

**Enter Validation Information**

Organization \*

Last Name \*

Employee Number \*

Hire Month/Year (mm/yyyy) \*

Click on the organization field and choose your employer. If you work for an enterprise other than Salt River Landfill or Casino Arizona choose the SRP-MIC & Other SRP-MIC Enterprise option

Fill in your last name, employee id number and the month and year you were hired. **Use two digits for the month all four digits of the year you were hired.** Click Continue.

If you have any problems you can call the helpdesk at the number provided Monday – Friday 8am to 5pm



# Creating My Account

**WELLPATH**  
CENTERED ON HEALTHY LIVING

Create Account

Welcome, [redacted] If you are not [redacted] please go [back](#) to reenter your information.

User Name \*

Password \*

Password Verification \*

Email \*

Phone

Preferred Incentive Type \* Time Off

[Continue](#) [Cancel](#)

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

**WELLPATH**  
CENTERED ON HEALTHY LIVING

Create Account

Welcome, [redacted] If you are not [redacted] please go [back](#) to reenter your information.

User Name \*

Password \*

Password Verification \*

Email \*

Phone

Preferred Incentive Type \*

Cash  
FSA  
HSA  
Time Off  
Hold

[Continue](#) [Cancel](#)

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

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[top screen] Once your account is validated you will see the **Create Account** screen.

You will need to provide:

- A **user name** (username can be anything you like but can't be changed once you set it)
- A password (and verify the password) **Passwords contain: 1) uppercase letter, 2) lowercase letter, 3) a number, 4) a "special character" such as those above the numbers on your keyboard.** WellPathians may find it easier to write a sentence or a phrase for the password.
- The **email address** you would like MYWellPath to use to contact you. WellPathians set their e-mail address and can change it anytime.
- A **phone number** you would like WellPath to use to contact you.
- And then you must choose your **incentive type**

[bottom of screen] Depending on your employer, you will choose an incentive preference. You may log in and change your incentive type any time you would like. Your incentives will be processed based on this selection. The default incentive preference is **"hold"** which will allow points to accumulate but no incentive to be issued.



# Creating My Account

**WELLPATH**  
CENTERED ON HEALTHY LIVING

✖ The Password and Password Verification must match. The password MUST have no space, length is between 8 and 128 and contain ALL the following: An upper case letter, A lower case letter, A number, One of these special characters: ~!@#\$%^&\*()\_-=+[]{};:~<.>/?-.

**Create Account**

Welcome, [redacted] If you are not [redacted] please go [back](#) to reenter your information.

User Name \*

Password \*  Please enter a password

Password Verification \*

Email \*

Phone

Preferred Incentive Type \*

[Continue](#) [Cancel](#)

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

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Some WellPathians are challenged to make a password that meets the requirements.

Your password should:


- Have no spaces
- Be at least 8 and up to 128 characters in length (sentences work great because they have upper and lower letters and punctuation, which are special characters. You must include a number).
- Must include at least one upper-case (capital) letter
- Must include at least one lower-case letter
- Must include a number and
- Must include a “special character such as those above the numbers on your keyboard.


As you enter your password, MYWellPath will tell you your password strength. You will need to verify your password in the password verification field. A sentence or a phrase with a number works well as the password. An example could be: *My birthday is June 1! “I have 12 dogs?”*






# My Homepage


**WELLPATH**  
 CENTERED ON HEALTHY LIVING

 Your user account has been created successfully.

[Home](#)
[Event Calendar](#)
[Activity](#)
[Profile](#)
[Links](#)
[Logout](#)
Waters

**Announcement**


**Test Announcement 2**  
 Test Announcement 2

**ABC Status**

☒ **A** Orientation Verification Form
 ☒ **B** Know Your Numbers
 ☒ **C** Wellness Assessment

**Points**

Career Total: 367  
 This Year Earned: 75  
 This Year Redeemed: 100  
 Redeemable: 17  
 Pending: 0  
 Expire Soon: 2

**Incentive Type: Time Off**  
 (25 points are worth 2 hours. Redeemable unit is 2 hours.)

Questions? Email [wellness@srpmc-nsn.gov](mailto:wellness@srpmc-nsn.gov) or contact your department Champion.

**Recent Logged Activities**

Category	Activity Name	Points	Completion Date	Logged Date Time	Payroll Submit Date	Status
ABCs	Orientation Verification Form	33	04/15/2013	04/15/2013 12:00:00		Approved
WellPath Endorsed Event	L&L Small Steps to BIG Retirement	10	04/03/2013	04/08/2013 12:00:00	04/19/2013	Submitted
WellPath Endorsed Event	NERD Walk National Benefits Day	15	04/02/2013	04/02/2013 12:00:00	04/19/2013	Submitted
WellPath Endorsed Event	2013 March Madness 13K, 3-Mile	15	03/30/2013	03/30/2013 12:00:00		Approved
WellPath Endorsed Event	2013 Interdepartmental Basketball Tournament	25	03/06/2013	03/06/2013 12:00:00	04/19/2013	Submitted

**Recent Redemption**

Redeem Date	Redeem Type	Redeem Amount	Amount Unit
05/19/2013	Time Off	12	Hour
05/10/2013	Time Off	12	Hour
06/03/2012	Time Off	12	Hour
05/19/2012	Time Off	12	Hour

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

Congratulations, your account has been created successfully. You are at your MYWellPath homepage. Take a second to look around.

WellPath is your employee benefit designed to help motivate you and provide opportunities for you to maintain and even improve your health. Please see the other MYWellPath tutorials found on the MyWellPath page of [www.srpmc-nsn.gov/wellpath/mywellpath/](http://www.srpmc-nsn.gov/wellpath/mywellpath/).

Tutorials are available to show you how to: Find WellPath-endorsed activities in which to participate, check your point balances, report participation, check your account history including how to print statements, as well as check your redeemed incentives.



# MyWellPath Calendar

Check the **WellPath Calendar** by clicking on the **Event Calendar** link on the navigation menu. The top the even calendar will show the current month. You can use the search filters to locate a specific event by name of activity, the start and/or end date of the activity.

The event calendar can be used to find WellPath-endorsed activities in which you would like to participate and also to report participation once you have completed a WellPath-endorsed event.

[examples of filter use on following two slides]



# MyWellPath Calendar

Home Event Calendar Activity File Report Announcement Change View Logout

Event Calendar

Search Event

Activity

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Event Clear Search

today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29				2	

Test

Event Calendar

Search Event

Activity

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Search Event Clear Search

today

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29			1	2	3

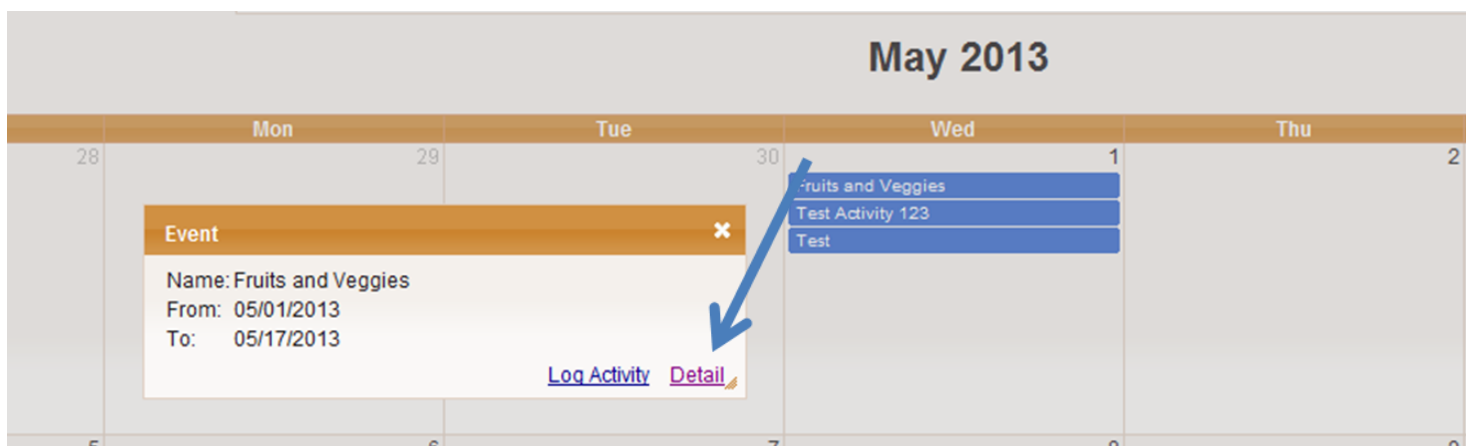
Fruits and Veggies

[top slide] Here is an example of the activity list form the filter search tool. As you type a name the list narrows towards your selection.

[bottom slide] If you know the data range for an activity for which you are searching you can select it with the date-picker.



# Choose an Activity



Once you find an activity, click on it and the event window opens displaying the name of the event and the start/end dates. You can choose the ***Detail*** link to learn more about the event or you can choose the ***Log Activity*** link to report that you have completed the chosen activity.

Click on the ***Detail*** link to learn more about the event.



# Report an Activity

May 2013

Mon	Tue	Wed	Thu
28	29	30	1
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	

**Event**

Name: Fruits and Veggies  
 From: 05/01/2013  
 To: 05/17/2013

[Log Activity](#) [Detail](#)

Fruits and Veggies  
 Test Activity 123  
 Test

If you are reporting a WellPath-endorsed activity which you have completed, you would choose the **Log Activity** link in the **Event** tab. (The event tab pops up when you click on a specific event in the MYWellPath event calendar.)

**NOTE:** Some activities do not require that the employee report participation. If that is the case, the **Log Activity** link will be missing and only the detail link will show when the calendar item is opened.

For example any activity completed using the myameriben.com web site is reported on behalf of the employee. WellPath then enters this into the employee's MyWellPath portal so that they receive their points for incentives. Another example is the Fab 4 Challenge (most health challenges for that matter). We have a list of the employees who complete the challenge successfully, which we enter for them. Employees do not need to report participation.





# Log an Activity

**WELLPATH**  
CENTERED ON HEALTHY LIVING

Home Event Calendar Activity Profile Links Change View Logout

Log Activity **Log Activity** Activity Report

If the activity is a calendar event, You also can use [Event Calendar](#) to find the activity.

Category \* WellPath Endorsed Challenge

Activity \* Fruits and Veggies

Completion Date (mm/dd/yyyy) \*

Notes

256 characters remaining.

Simple Evidence \* [Select Simple Evidence](#)

Save Cancel

Logged Activities					
Completion Date	Logged Date	Status	Simple Evidence	Notes	Action
No records found.					

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

There is an optional way to log your participation. You can also access the **Log Activity** screen through the **Activity** link in the navigation menu. You can use the search filters to locate the activity you have completed. You will need to enter the required fields; Category, Activity, Completion Date, and load your simple evidence on this page.

If you are having trouble finding an activity, please email [Wellness@SRPMIC-nsn.gov](mailto:Wellness@SRPMIC-nsn.gov) to help you locate.



# Simple Evidence

The screenshot shows the 'Log Activity' interface. On the left is a sidebar with a 'Log Activity' button. The main area has a file explorer view showing a list of folders and files. A 'Simple Evidence' section contains a 'Select Simple Evidence' button. Below this is an 'Uploaded Documents' table. At the bottom is a 'Save' button.

Name	Date modified	Type	Size
ABCs	2/13/2013 8:24 AM	File folder	
Activity_Reporting	7/2/2012 2:39 PM	File folder	
Activity_reporting_manual	7/11/2013 9:19 AM	File folder	
BBall Tournament	4/2/2013 1:42 PM	File folder	
Challenges	5/6/2013 8:17 AM	File folder	
Champions	10/24/2012 10:51 AM	File folder	
Coaching	7/11/2013 11:00 AM	File folder	
Dashboard-metrics	7/5/2013 4:42 PM	File folder	
Fitness Centers	6/15/2012 1:44 PM	File folder	
Incentives	7/15/2013 3:03 PM	File folder	

Completion Date (mm/dd/yyyy): 07/16/2013

Notes: 256 characters remaining.

Simple Evidence: [Select Simple Evidence](#)

Uploaded Documents	
File Name	Action
moveit-poster-2_Am_Indians.pdf	<a href="#">Remove</a>

[Save](#) [Cancel](#)

Logged Activities					
Completion Date	Logged Date	Status	Simple Evidence	Notes	Action
No records found.					

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.


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When loading your *simple evidence*, you have the opportunity to enter notes for the activity you are logging. In many cases, you will not be able to log your activity unless you upload simple evidence, however the notes are not required.

When you click on simple evidence button (#1 above), your Window's Explorer will open for you. You can choose the simple evidence file to upload (#2 above). When you select your simple evidence file, you will see it listed in the **Uploaded Documents** area on the **Log Activity** screen (#3 above). At this point, hit **Save** to submit your activity to Well-Path (#4 above).



# Logged Activities


**WELLPATH**  
 CENTERED ON HEALTHY LIVING

[Home](#)
[Event Calendar](#)
[Activity](#)
[Profile](#)
[Links](#)
[Change View](#)
[Logout](#)
aweller

[Log Activity](#)
[Activity Report](#)

If the activity is a calendar event, You also can use [Event Calendar](#) to find the activity.

Category \*

Activity \*

Completion Date (mm/dd/yyyy) \*

Notes

256 characters remaining.

Simple Evidence \* [+ Select Simple Evidence](#)

[Save](#) [Cancel](#)

Logged Activities					
Completion Date	Logged Date	Status	Simple Evidence	Notes	Action
07/16/2013	07/16/2013 09:07:19	Pending	<a href="#">moveit-poster-2 Am Indians.pdf</a> <a href="#">Delete</a>		<a href="#">Edit</a>


Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

When you have submitted your report you will see it appear at the bottom of the **Log Activity** screen, under **Logged Activities**. Here you can review your simple evidence, check your notes and use the edit button to change your simple evidence or notes.

As shown, the status of the logged activity is considered pending. It will be reviewed by WellPath, along with your simple evidence. When approved, your points will be entered into your WellPath Account. If your activity has been rejected, you will receive an email from WellPath regarding your submission and why it was rejected. You can email [Wellness@SRPMIC-nsn.gov](mailto:Wellness@SRPMIC-nsn.gov) if you have questions about simple evidence and what is sufficient for an activity.



# Activity Report



## WELLPATH

CENTERED ON HEALTHY LIVING

[Home](#) [Event Calendar](#) [Activity](#) [Profile](#) [Links](#) [Change View](#) [Logout](#)

aweller

[Activity Report](#) [Log Activity](#)

[Activity Report](#)

Date Range

Start Date (mm/dd/yyyy) 01/01/2013

End Date (mm/dd/yyyy) 07/16/2013

[Run Report](#) [Reset](#) [Cancel](#)

Activities

[1](#) [2](#)

Category	Activity Name	Points	Completion Date	Logged Date Time	Payroll Submit Date	Submitted Incentive Type	Status
Prevention	Flu Shot (Prevention)	10	05/21/2013	05/21/2013 10:01:10			Approved
Prevention	Blood Donation (Prevention)	10	05/21/2013	05/21/2013 10:05:20			Rejected
Points Balance Correction	Points Balance Correction	15	05/21/2013	05/21/2013 10:20:00			Approved
WellPath Endorsed Event	All Arizona 8K Run	10	05/25/2013	05/21/2013 09:53:16			Approved
WellPath Endorsed Event	All Arizona Marathon	10	05/25/2013	05/21/2013 10:12:19			Approved

[1](#) [2](#)

Redemption

[1](#) [2](#)

Redeem Date	Redeem Type	Redeem Amount	Amount Unit
No records found.			

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

By using the **Activity** link in the main navigation menu, you can use the **Activity Report** tab to review your reported activities and your received incentives. You can narrow the report by using the date filter and then **Run Report**. If you choose, you can toggle through your activities by using the arrows or page numbers above the **Activities** area.

You are able to download your report into Excel or create a PDF formatted document. Just click on the icon options above the page numbers and arrows.

The last column shows the status of your reported events: *Submitted (pending)*, *Approved* or *Rejected*. MYWellPath may have notes regarding your submission. If your logged activity was rejected, you will receive an email notification with detailed information.



# Recent Logged Activities

Home Event Calendar Activity Profile Links Change View Logout aweller in view of employee: Patty Powers

Announcement

Check status of reported activities from the home page (here) or the activity report page (next slide)

**ABC Status**

- ☒ A Orientation Verification Form
- ☒ B Know Your Numbers
- ☒ C Wellness Assessment

**Points**

Career Total: 869  
This Year Earned: 202  
This Year Redeemed: 200  
Redeemable: 9  
Pending: 10  
Expire Soon: 0

**Incentive Type: Time Off**  
(25 points are worth 2 hours. Redeemable unit is 2 hours.)

Questions? Email [wellness@srpmic-nsn.gov](mailto:wellness@srpmic-nsn.gov) or contact your department Champion.

**Recent Logged Activities**

Category	Activity Name	Points	Completion Date	Logged Date Time	Payroll Submit Date	Status
WellPath Endorsed Event	All Arizona 8K Run	10	05/25/2013	05/21/2013 09:56:48		Rejected
WellPath Endorsed Event	Warrior Dash 2013	10	04/13/2013	04/13/2013 12:00:00	05/02/2013	Submitted
Exercise/Fitness Participation	Exercise/Fitness Participation	50	03/31/2013	04/25/2013 12:00:00	05/03/2013	Submitted
ABCs	Wellness Assessment	33	03/26/2013	04/23/2013 12:00:00	05/03/2013	Submitted
ABCs	Know Your Numbers	34	03/20/2013	03/26/2013 12:00:00	05/03/2013	Submitted

**Recent Redemption**

Redeem Date	Redeem Type	Redeem Amount	Amount Unit
05/19/2013	Time Off	4	Hour
05/10/2013	Time Off	4	Hour
06/03/2012	Time Off	4	Hour
05/19/2012	Time Off	4	Hour

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

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From your MYWellPath home page you can see your **Recent Logged Activities** and **Recently Redeemed Activities**. Each activity that has been logged, will be shown on your home page. Each activity has status information and dates that show **Completion**, **Logged**, and **Payroll Submission**. These dates are important to know because it gives you an idea of when your incentives will be processed or when they were received.





# Downloading your Activity Report

Home Event Calendar Activity Profile Links Change View Logout aweller in view of employee: Patty Powers

Activity Report Log Activity

**Activity Report**

Date Range

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Run Report Reset Cancel

Activities

Category	Activity Name	Points	Completion Date	Logged Date Time	Payroll Submit Date	Submitted Incentive Type	Status
ABCs	Know Your Numbers	34	04/04/2011	07/15/2011 12:00:00	07/15/2011	FSA	Submitted
ABCs	Wellness Assessment	33	05/01/2011	07/15/2011 12:00:00	07/15/2011	FSA	Submitted
Exercise/Fitness Participation	Exercise/Fitness Participation	50	06/30/2011	07/02/2011 12:00:00	07/15/2011	FSA	Submitted
ABCs	Orientation Verification Form	33	07/01/2011	07/15/2011 12:00:00	07/15/2011	FSA	Submitted
WellPath Endorsed Event	WellPath Lunch & Learn - Stress Tell Me About It	15	12/27/2011	12/27/2011 12:00:00	12/14/2012	Time Off	Submitted

Redemption

Redeem Date	Redeem Type	Redeem Amount	Amount Unit
05/19/2012	Time Off	4	Hour
06/03/2012	Time Off	4	Hour
05/10/2013	Time Off	4	Hour
05/19/2013	Time Off	4	Hour

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

You can download your activity reports in Excel or PDF format by selecting **Activity** in the navigation menu and then selecting the **Activity Report** option. You are able to narrow down your report by specific date ranges using the Date filter or you may download all.



# Change your Incentive Preference

The screenshot shows the SRPMIC WellPath user interface. At the top is a navigation bar with the logo and the text "WELLPATH CENTERED ON HEALTHY LIVING". Below the navigation bar is a menu with links: Home, Event Calendar, Activity, Profile, Links, Change View, and Logout. The "Profile" link is highlighted with a blue arrow. Below the navigation bar, there is a "Profile" section with a dropdown menu for "Preferred Incentive Type". The dropdown menu is open, showing options: Cash, FSA, HSA, Time Off, and Hold. The "Hold" option is selected. The "Save" and "Cancel" buttons are visible at the bottom right of the form.

SRPMIC WELLPATH  
CENTERED ON HEALTHY LIVING

Home Event Calendar Activity Profile Links Change View Logout

aweiler

Profile

User Name: aweiler

Email: andrew.weiler@srpmic

Phone: (480) 362-2673

Employee Name: Andrew Weiler

Preferred Incentive Type: Hold

Cash  
FSA  
HSA  
Time Off  
Hold

Save Cancel

Please contact the Helpdesk regarding any technical issues.

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By selecting **Profile** in the main navigation menu, you are able to update your profile information including email address, phone number, and preferred incentive type. When using the pull-down menu by **Preferred Incentive Type** you can view and select the incentive type of your choice. These profile options can be updated at any time.

Note: Once your preferred incentive type has been selected, your incentives will redeem automatically when you meet the 25 minimum point balance.



# Questions?

**Email: [Wellness@SRPMIC-nsn.gov](mailto:Wellness@SRPMIC-nsn.gov)**

**Andy Weiler, WellPath Wellness Supervisor**  
**Delaine Johnson, Wellness Coordinator**

**Human Resources, Two Waters Bldg B**



WellPath works with you, for you. The MYWellPath portal will help employees keep track of their participation, change their incentives and plan for the future.